|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: | 07752 243760 |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: | RM6020 |
| Our ref: | PS/21/101 |
| Date: | 1st July 2021 |

Willis Limited

3 Temple Quay

Bristol

BS1 6DZ

Dear Sir/Madam,

**PS/21/101 – Provision of Tupe Health Insurance Brokerage**

On behalf of the Secretary of State for Transport, I accept your tender dated 10th February 2021 for the above contract. This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. Terms and Conditions of RM6020 Framework Agreement
2. Call-Off Contract
3. Specification
4. Pricing Schedule
5. Invitation to Tender letter
6. Instructions for Tenderers

The period of the contract will be 1 year commencing on 2nd July 2021, although the market analysis undertaken should only last around 6 weeks.

The Price for this contract is £2000.00exclusive of Value Added Tax.

ANNEX A of this document provided feedback captured as part of the Evaluation exercise for the Quality elements.

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will follow shortly. Invoices submitted to the Department **must also quote the PO number** and must be submitted in accordance with DVLA’s Invoicing Procedures below.

**Please ensure invoices are sent to SSa and not DVLA. Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.**

Please contact the Contract Owner Andrew Williams on telephone number 07752 243760 to discuss arrangements for commencement of the contract. We are hoping to run our exercise as soon as is practicable.

Please acknowledge your receipt of this letter by signing in the allocated space below and returning to me at the above address.

Please could you also complete the Standard Selection Questionnaire required from the Winning Bidder as per ITT Letter.

Yours faithfully

|  |
| --- |
| Xxxxx redacted under FOI Section 40 |
| Facilities & People Commercial Advisor |
| Commercial Directorate |
| Xxxxx redacted under FOI Section 40  **On behalf of the Secretary of State for Transport** |

Accepted for and on behalf of **Willis Limited** by:-

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_